

RECORD OF TRANSACTIONS

1. ____ Request for correction received from taxpayer, dated _____, ____.
2. ____ Notice of Payment of Taxes on Wrong Property mailed to all title companies on _____, ____.
3. ____ The _____ Title Company replied on _____, _____, that a guaranty or certificate of title had been issued to (assessee of unintended property) on _____, ____.
4. ____ Replies received from title companies indicating no policy of title insurance was issued on the unintended property prior to the dates such replies were executed.
5. ____ Notice of Payment of Taxes on Wrong Property mailed to assessee of unintended property by registered/certified mail on _____, ____, advising assessee of his/her rights.
6. ____ Copy of demand for hearing before board of supervisors by owner of unintended property, dated _____, _____, received on _____, _____, which was within the ten-day period allowed by Revenue and Taxation Code section 4914.
7. ____ Board of supervisors scheduled hearing for _____, _____, at _____ m.
8. ____ Board of supervisors' decision was as follows:
9. ____ Notice to owner of intended property that board of supervisors rejected request for cancellation and transfer of property from unintended to intended property; or that the board of supervisors has authorized the tax collector to cancel the payment and transfer the credit to the intended property. Notice is dated _____, ____.
10. ____ Notice contained request for balance of tax due on intended property; notice contained application for refund of amount due applicant.
11. ____ Balance of tax due received on _____, _____. Payment on unintended property canceled on assessment roll and transferred to intended property on _____, ____.
12. ____ Person owning unintended property immediately prior to issuance of a policy of title insurance notified that policy has been cancelled and payment transferred, that the amount due on the unintended property has been transferred to the unsecured roll, and that he/she is personally liable for same.
13. ____ Tax receipts returned by both parties and corrected receipts issued.
14. ____ Pursuant to §4991, sale to the State on the intended property canceled by the board of supervisors on _____, _____, certified copy of board order filed for record with county recorder on _____, _____, and copy filed with county auditor on _____, ____.

Copies of all communication and forms are contained within this file.